

Adjudicated Property Disposition Specialist

PURPOSE AND NATURE OF WORK

The single position so classified serves as the designee of the Director of Community Development by performing technical and analytical work in managing the disposition of adjudicated properties and is responsible for coordinating and facilitating the sale or donation of adjudicated properties in accordance with applicable laws and regulations. Duties are not supervisory and the incumbent works with considerable independence under the general supervision of the Director of Community Development.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Facilitates the sale of adjudicated property by accepting applications for sale of the property, reviewing applications for compliance with terms and conditions of the sale, independently determining acceptability of proposed uses of the purchased property by the applicant, determining minimum bid/sale price of property, initiating property appraisals, and initiating property sale at public bid.

Following the sale of adjudicated properties, distributes net proceeds *pro rata* to political subdivisions which hold statutory impositions and governmental liens pursuant to applicable laws.

Facilitates the donation of adjudicated property by accepting applications from non-profit organizations, reviewing applications for compliance with terms and conditions imposed on donated properties, independently determining acceptability of proposed uses of the donated property by the non-profit organization, and recommending donation of the property to the non-profit organization.

Facilitates the "below-appraised-value" sale of property among third parties, accepts applications for waiver of charges owed to the City of Lafayette, Parish of Lafayette, and other political subdivisions, reviews applications for compliance with local law, coordinates agreement from other political subdivisions to waive charges, and monitors properties sold in connection with waiver for compliance with local law.

Executes various documents and records with the Lafayette Parish Clerk of Courts, as required by local law.

Confirms, where appropriate, compliance by recipients of disposed property with conditions imposed on their title and escalates known or suspected violations to the Director of Community Development and the Legal Department.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Ability to independently make judgments in accordance with laws, ordinances, and regulations concerning property, sale, lease and disposal.

Proficiency in the use of word processing and related office software.

Ability to accurately understand, explain, and/or perform arithmetic computations.

Ability to create, develop and maintain records related to the sale and disposition of adjudicated properties.

Ability to communicate with, coordinate the services of, and establish and maintain effective working relationships with City-Parish officials, other political subdivisions, employees, and external agencies.

Ability to effectively communicate with the public in reference to adjudicated properties.

Ability to perform tasks with attention to detail and within a deadline.

DESIRABLE TRAINING AND EXPERIENCE

Baccalaureate degree in a related field including course work in business, law, and/or accounting, supplemented by extensive experience in areas related to real estate transactions, or an equivalent combination of training and experience.